



Michigan Court System

Add Document

Add Document can be accessed in the following ways:

- From the top Case Menu
- From the Add Document Link at the bottom of the screen when you are on a Case Details screen
- From the Add Case screen – ‘Add More Documents’ button

Screen Layout:

Case Header: Case Number, Case Entitlement, JCL, Judicial Officer, Case Status, Case File date. Case indicators may also appear in the case header, if applicable and include: Adjudication, Case Warrant and Related Cases.

| | | |
|-----------------------------|------------------------------|---|
| 12-005006-LT | WOODCREST APARTMENTS V BROWN | D/BCV/S |
| Judicial Officer: DEWANE, J | | |
| Status: ADJUDICATED | Case Filed: 4/3/2012 | Adjudicated: 4/24/2012 DEFAULT JUDGMENT |
| | | Case Warrant Related Cases |
| Jurisdiction: DISTRICT | Court: BERRIEN CIVIL | Location: ST. JOSEPH |
| Change JCL | | |

Group Boxes: Documents, Participants, Document Specific Attributes, Document Results, General Attributes, and Scheduling.

Documents
Date Filed: 07/31/2012
Document Code: MCV OR SCAO Number: OR
Document Name: MOTION FOR CHANGE OF VENUE ☐ Amended
Additional Description:
Comment:

Date Filed is a required field.
Document Code or Document Name is required.
Additional Description may be required for certain documents.

Documents appear in the drop down based on case type and JCL.

Participants

| Select | Role | Role Number | Name | Primary Attorney Name |
|-------------------------------------|-----------|-------------|-----------------|-----------------------|
| <input checked="" type="checkbox"/> | PLAINTIFF | 1 | ABC BANK INC | |
| <input checked="" type="checkbox"/> | DEFENDANT | 2 | PETERSON, SUZIE | |
| <input checked="" type="checkbox"/> | DEFENDANT | 1 | PETERSON, PETE | |

Participants are required for some documents.

Select by Role: Add New Participants to Case

Document Specific Attributes

Judicial Officer

[Attorney #](#) Attorney Name Legal Group

Atty/Legal Group Role Atty/Legal Group Type

Disposition Disposition Date

Document Specific Attributes will change depending on which document you select and some attributes are required.

Document Results

Result

| Select | Description |
|--------------------------|-------------|
| <input type="checkbox"/> | Granted |

A Document Result is additional details/description pertaining to a document that may affect reporting or case management (i.e. granted, denied, satisfied in part, satisfied in full).

- Some documents require Results.
- A case can have multiple Results.
- Results may trigger certain actions within the case.
- The user **MUST** remember to press the Add button after selecting a Result from the drop down.
- To remove a Result, select the checkbox for the Result that needs to be removed and press the 'Remove Selected Items' button.

General Attributes

Microfilm Number Document Non-Public

Tracking ID

Use the Document Non-Public field to mark the document being filed as a Non-Public record.

Scheduling

Activity Date: 07/31/2012

Hearing Type: [Dropdown]

Additional Description: [Text Field]

Hearing Date: [Dropdown]

Time: [Dropdown] AM/PM: [Dropdown] ☐ Reserved

Hearing Officer: [Dropdown]

Hearing Location: [Dropdown]

Duration: [Text] hrs [Text] mins

Comments: [Text Area]

☐ Generate Form

Hearings can be scheduled at the same time a document is filed on the Add Document screen.

Upon saving documents which require a filing fee (i.e. Motion or Garnishment), the system will automatically display the Add Receivable screen.

Dispositive Documents

- Disposition field displays in the Document Specific Attributes group box.
- Disposition Date will default to the document filing date, but can be modified.
- One or more dispositive participants are required.
- When entering a disposition on a document, the system will display the Cancel Hearings screen if there are future hearings scheduled.
- Dispositive documents will cause the Adjudication Indicator to display (if all participants are disposed) in the case header.
- If a document is deleted with a disposition, the user will receive a validation message stating that Case Adjudication will change.
- The Case Status in the case header may change upon saving a dispositive document and based on other system factors. For more information on Dynamic Case Status, see page four.

Dispositive Landlord Tenant (LT) / Land Contract (SP) Documents

Document Specific Attributes

Judicial Officer

[Attorney #](#) Attorney Name Legal Group

Atty/Legal Group Role Atty/Legal Group Type

Disposition Disposition Date Disposition Amount

Supplemental Disposition Supplemental Disposition Amount

- When a plaintiff files a Landlord Tenant or Land Contract case for Possession plus a Money Judgment, the supplemental box should be checked by the user at case initiation.
- The Disposition fields **and** Supplemental Disposition fields will then display on the Add Document screen for LT and SP case types.
- In order for the Case Status to change and the Adjudication Indicator to display, both the Disposition field **and** the Supplemental Disposition field must be filled in by the user.

Case Status

Most case types have a Case Status method referred to as 'Dynamic'. The following components of the case affect the Case Status: Participants, Documents, Actions, Hearings, Milestones, Financials.

- If the current Case Status is 'Open' and the case-level adjudication is set (meaning all participants are disposed), *then* the system will update the Case Status to 'Adjudicated'.
- If the current Case Status is 'Adjudicated' and all of the following are true:
 - All of the following indicators are off:
 - Warrant
 - Case-level and participant-level financial obligation
 - Matters Undecided
 - Garnishment
 - Seizure
 - There are no future hearings scheduled
 - All milestones for the case and participants have been satisfied, breached or are inactive,

Then, the system will update the Case Status to 'Closed' and the closed date will be set based on the triggering event.

- If the current Case Status is 'Closed' and any of the following are true:
 - Any of the following indicators are on:
 - Warrant
 - Case-level and participant-level financial obligation
 - Matters Undecided
 - Garnishment
 - Seizure
 - There are future hearings scheduled
 - Any milestones for the case and participants have a milestone status of 'Due' or 'Warning'

Then, the system will clear the Closed Date and update the Case Status as follows:

- If the Case-level Adjudication is not set in the case header (meaning not all participants are disposed), then the Case Status is set to 'Open'.
- If the Case-level Adjudication is set in the case header, the Case Status is set to 'Adjudicated'

Link to Primary Action/Document Screen

| Select One | Date Filed | Sequence # | Document Name | Add'l Desc. | Link To Second... |
|-------------------------------------|------------|------------|--------------------------------------|-------------|-------------------|
| <input checked="" type="checkbox"/> | 7/31/2012 | 4 | MOTION, AFFIDAVIT, AND BENCH WARRANT | | N |

- Certain documents will cause the Link to Primary Action or Document screen to display.
- The user can choose which primary document to link to the secondary document (i.e. Garnishments, Seizures, Warrants).

Document Details screen

12-005004-GC
Judicial Officer: DEWANE, J
Status: CLOSED
Case Filed: 2/6/2012
Adjudicated: 5/1/2012 DEFAULT JUDGMENT

Documents

Date Filed: 06/10/2012
Document Code: BVR OR SCAO Number: OR
Document Name: RETURN OF MOTION, AFFIDAVIT, AND BENCH WARRANT
Additional Description:
Comment:

Document Specific Attributes

Attorney #: Attorney Name: Legal Group:

General Attributes

Microfilm Number: Document Non-Public:
Tracking ID:

Save Cancel

12-005004-GC RETURN OF MOTION, AFFIDAVIT, AND BENCH WARRANT (6/10/2012)

[Add Note](#) [Renew Document](#)
[Amended Document Link](#) [View Dispositions Summary](#)
[Copy Action to Related Cases](#) [View Financial Summary](#)
[Delete Document](#)
[Modify Financial Record Link](#)
[Modify Link to Primary Action or Document](#)
[Modify Participants Linked to Document](#)

Action Links available from Document Details screen

Database: MiCS_Prod_1 | User: Lorna Skipworth

The screen displays the Documents Group Box, Document Specific Attributes group box and General Attributes group box.

A document can be modified on the Document Details screen. The user may receive a validation message depending on what is modified.

A user can click on an Action Link at the bottom of the screen to perform different functions and navigate to other screens. Some Action Link examples are:

- Modify Participants Linked to Document
- Delete document. When deleting documents the user may receive a validation message.
- Modify Financial Record Link
- Amended Document Link

Link to Matters Undecided:

- On the Add Document screen, enter the Document when taking a matter under advisement (i.e. Order).
- Enter what is actually being taken under advisement in the Additional Description field or the Comments field.
- From the drop down, select the Document Result of 'Under Advisement' in the Results group box.

- The Case Details screen will display an indicator of 'Matter Undecided'.
- When the judge has issued an opinion, the user will access the Add Document screen again and enter a Document type of 'Opinion and Order' and a Result of 'Return from Under Advisement'. The Link to Matters Undecided screen will display so the user can link the matter returned to the matter under advisement. After saving, the 'Matters Undecided' indicator will turn off on the Case Details screen.

13-006645-GC TEST V TEST D/BCV/S
Judicial Officer: DONAHUE, J
Status: OPEN Case Filed: 2/4/2013

Jurisdiction: DISTRICT Court: BERRIEN CIVIL Location: ST. JOSEPH Change JCL

Case ID: 13-006645-GC ADR Case

Documents
Date Filed: 04/04/2013
Document Code: OPI OR SCAO Number: OR
Document Name: OPINION AND ORDER Amended
Additional Description:
Comment:

Participants

| Select | Role | Role Number | Name | Primary Attorney Name |
|-------------------------------------|-----------|-------------|-----------------|-----------------------|
| <input checked="" type="checkbox"/> | DEFENDANT | 1 | TEST, DEFENDANT | |

Select by Role:

Document Specific Attributes
Judicial Officer:
Attorney #: Attorney Name: Legal Group:
Atty/Legal Group Role: Atty/Legal Group Type:
Disposition: Disposition Date: 04/04/2013

Link Undecided Matters

Matters Returned from Under Advisement

| Select One | Activity | Activity Name | Additional Description | Activity Date | Comment |
|-------------------------------------|----------|-------------------|------------------------|---------------|---------|
| <input checked="" type="checkbox"/> | Document | OPINION AND ORDER | | 4/4/2013 | |

Matters Under Advisement

| Select | Activity | Activity Name | Additional Description | Activity Date | Days Pending | Returned Date |
|-------------------------------------|----------|---------------|-------------------------------|---------------|--------------|---------------|
| <input checked="" type="checkbox"/> | Document | ORDER | SOMETHING IS UNDER ADVISEMENT | 3/1/2013 | 34 | |

Save Save and Add Another Save and Copy Cancel